



The Perfect New License Packet

Items you must send to the State:

- ✓ Cover Letter
- ✓ DSS 5015 Foster Care Facility License Action Request
- ✓ DSS 5016 Family Foster Home License Application answer each item!
- ✓ DSS 1515 Fire Safety Inspection Report
- ✓ DSS 5150 Environmental Conditions Checklist
- ✓ DSS 5017 Medical History Form
- ✓ DSS 5156 Request for Medical Information / TB test results
(TB on 18 yo & up)
- ✓ Fingerprint Clearance Letters
- ✓ Mail Packet in the Order Above. DO NOT STAPLE, Please Paper Clip.

Things to remember:

- ✓ Always send a cover letter with each packet, include your contact info
- ✓ **90 days:** All documents must be received within 90 days of the earliest dated document. (N/A to FBI Clearance Letter)
- ✓ On DSS 5016
 - **# 1:** Complete local and state criminal history checks on house hold members 18 yo and up, Check whether Neglect/Abuse ever substantiated *If there is a criminal history and/or a CPS history, a letter of advocacy signed by the director will be needed. It should state the agency's position regarding licensure of the individual, how they have overcome any negative history, and their ability to provide safe, nurturing care for children in foster care.*
 - **#4 h:** If therapeutic all must be checked “yes”
 - **#5: Mutual Home Assessment completed by SW;** Family History: a narrative of the applicants' family including information about parents and siblings, past marriages, family support systems and relationships, significant familial events, losses and coping mechanisms, type of discipline experienced as a child, experiences of abuse/neglect etc. (unacceptable autobiographies, MAPP roadwork/profiles), 12 skills strengths/needs assessment, and dates/places of contacts with family members.
- ✓ DSS 5156 All adults (18 yo & up) in the household must have TB test; if they test positive, everyone in household must have TB test
- ✓ Get all signatures needed on all forms
- ✓ Do not fax documents without prior approval from a licensing consultant
- ✓ KEEP IN YOUR FILE: - Agency/Foster Parent Agreement - Discipline Agreement - Local and State Criminal record checks - Reference Letters